



STATE OF WASHINGTON
STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES
May 5, 2010 – 1:30 pm
Archives Conference Room, Olympia

Members Present: Steve Ryser (Office of the State Auditor); Traci Friedl (Office of the Attorney General); Mike Steenhout (Office of Financial Management); Jerry Handfield (State Archivist)

Staff Present: Russell Wood (State Records Manager); Michele Mallery (Records Management); Megan Bezzo (Records Management)

Records Officers/Guests: Millie Brombacher (Department of Social and Health Services); Lysa Homan Walker (Department of Labor and Industries); Cara Bell (University of Washington); Barbara Benson (University of Washington); Christine Taylor (University of Washington); Sid McAlpin (Department of Health); Anita Wieland (Office of Financial Management); Jack Day (Department of Labor & Industries); Laura Russell (Office of the Superintendent of Public Instruction); Tammy Lee (Department of Labor & Industries); Reasa Pearson (Department of Labor & Industries); Dawn Gast (Department of Labor & Industries); Bruce Eisentrout (Washington State Lottery); Mike Middleton (Office of the Superintendent of Public Instruction); Cathy Downs (Department of Transportation); Marta Carlo (Department of Transportation); Grant Heap (Department of Transportation); Sidse Neilson (Department of Labor & Industries).

I. ROUTINE BUSINESS

A. Call to Order: Steve Ryser called the meeting to order at 1:30 p.m.

B. Introduction of Records Officers/Guests: All Records Officers and guests were introduced.

C. Approve March 3, 2010 Minutes: Ryser called for a motion to approve the April 7, 2010 minutes; moved by Steenhout, seconded by Ryser.

Resolution: Motion carried.

D. Adoption of Today's Agenda: Ryser called for a motion to approve the agenda as amended; moved by Steenhout, seconded by Ryser.

Resolution: Motion carried.

II. WASHINGTON STATE ARCHIVES UPDATES

A. Announcements from the State Archivist

B. The State Archivist wanted to thank the committee for allowing him to phone in from the National Archives for the April meeting. The State archivist announced he toured the new exhibit at the National Visitors Center of the Congress. You no longer have to wait in long lines in the heat. The State Archivist was given a tour and asked where the exhibit was for the first President. The State Archivist asked the Committee if they knew who the first President of the United States was and it wasn't George Washington. The first President was Samuel Huntington. The State Archivist also asked if the committee members knew where the U.S Constitution is housed. It is housed at the

National Archives. He also asked who collects the electoral ballots. The State Archivist announced it is the Archivist of the United States. Usually it is the Secretary of State, but she is busy with other duties.

- C. The State Archivist presented an award to the Records Officer of the Department of Transportation for reducing the number of unique records retention schedules in their agency.
- D. The State Archivist reported on the budget and announced the Archives section will not employ furlough days to reduce the state budget. It has yet to be decided where the approximately \$120K cuts will come from. There currently is no intent for lay-offs. Agency Records Officers were not aware if their agencies would implement furloughs.
- E. The State Archivist mentioned the announcement regarding records maintained and preserved on digital copiers. It was sent out to about 1000 local government agencies as well as state government agencies. The Attorney General's Office and the State Archivist have received several calls regarding this. The State Archivist called the National Institute of Standards for advice. Agencies reported total panic in regards to the announcement. The Records Officers have received the announcement and should train and educate staff, as well as refer to the Washington State Archives for advice.
- F. The State Archivist met with a chief investigative television reporter from Portland Oregon who was doing a study on identity fraud and identity theft. The reporters concern was Social Security Numbers contained within records. The State Archivist gave the reporter a tour of the Archives. The State Archivist recommended to the reporter that he should do a study on rural mail boxes, which are the main single source of identity theft. There is a report of complaints that are collected by the FTC on identity theft and identity fraud. It rates the states for highest in identity theft. Washington State was ranked 7th in identity theft and fraud in 2007 when the Digital Archives was just getting started. Washington State is now 15th. Clearly there is no connection between putting records online and adding to identity theft. 72 % all identity theft and identity fraud is by someone you know, have done business with, or someone in your home. The report should be televised in 2 weeks.
- G. The Northwest Archives branch in Bellingham had 2 researchers who did a presentation on "A Tale of Archives and Discovery".
- H. The State Records Manager has been working with the Governor's office regarding their retention schedules.
- I. The State Archivist provided an update on the new Imaging Manager and his status relating to his stroke. Baylen Limasa should return to work in early June.
- J. The State Archivist is trying to time his surgery to fix his nose so it doesn't interfere with the State Records Committee meetings.
- K. The State Archivist presented "Social Justice in Archives; you can't have one without the other". in King County. The State Archivist used examples from other countries and historical incidents. It brought home to the audience that in a democracy records are particularly important and totalitarian governments are used for other purposes.
- L. The State Archivist announced the large scale scanner is up and running.
- M. There was a question from the Office of Financial Management regarding the Schroll litigation hold that was recently lifted and how the records officers were to be handled and how the Records Center was going to handle this. The State Archivist and the State Records Manager had not heard anything, but the Department of Social and Health Services records officer announced that in the next few months the Records Center will be distributing a large report of the disposals for the Records Officers to sign off on.
- N. The State Archivist announced that St. Martins University has recently published a publication that is full of photographs from the Washington State Archives, from the Susan Parish collection.
- O. **Update on Digitization After Destruction (DAD) Applications:** Russell Wood there were two applications that were signed off in April from Local Government agencies. There are two applications from State Government agencies that are ready for approval. There are 10 applications (4 out of the 10 are from the University of Washington) from State Government agencies in the backlog pending approval.

III. OLD BUSINESS

A. Tabled item from March 3, 2010 meeting

- 1. Department Social and Health Services Office 765 (Child Study & Treatment Center) dated March 11, 2010.**

Action: Motion to approve: Friedl, seconded by Handfield.

Resolution: Motion carried.

- 2. Washington State University Office 2980 (Business Services – Sponsored Programs Services) dated February 24, 2010.**

Action: Motion to approve: Friedl; seconded by Handfield.

Resolution: Motion carried.

- 3. Department of Licensing Office 520, 523 (Driver Examining) dated April 12, 2010**

Action: Motion to table as no records officer present to clarify: Steenhout, seconded by Handfield.

Resolution: Motion carried.

- 3.a. Department of Licensing Office 611 (Business & Professions – Professional Athletes) dated March 15, 2010**

Action: Agency Requested to withdraw

Resolution: Motion carried.

- 3.b. Department of Licensing Office 638 (Business & Professions – Cosmetology) dated March 12, 2010**

Action: Motion to table as no records officer present to clarify. Steenhout; seconded by Handfield.

Resolution: Motion carried.

- 3.c. Department of Licensing Office 638, 611, 688, 685, 693, 666 (Business & Profession – Professional Licensing Support Services) dated April 12, 2010**

Action: Motion to table as no records officer present to clarify: Ryser; seconded by Steenhout.

Resolution: Motion carried.

IV. NEW BUSINESS

A. State Agency Unique Records Retention Schedule

- 1. Washington State Lottery**

Records Retention Schedule for Office 400 - Marketing, dated April 8, 2010.

Action: Motion to approve: Steenhout, seconded by Ryser.

Resolution: Motion carried.

- 2. Department of Natural Resources**

Records Retention Schedule for Office 608 – Public Land Survey Office, dated April 14, 2010.

Action: Motion to approve: Handfield, seconded by Steenhout.

Resolution: Motion carried.

- 3. Department of Social and Health Services**

Records Retention Schedule for Office 760 – Division of Behavioral Health and Recovery, Mental Health, dated April 15, 2010.

Action: Motion to approve: Friedl; seconded by Steenhout.

Resolution: Motion carried.

- 4. Office of the Superintendent of Public Instruction**

Records Retention Schedule for Office 530 – Assessment and Student Information, dated March 16, 2010.

Action: Motion to approve: Friedl; seconded by Ryser.
Resolution: Motion carried.

5. Washington State Patrol

Records Retention Schedule for Office 120 – Office of Professional Standards, dated April 1, 2010.

Action: Motion to approve: Friedl; seconded by Steenhout.

Resolution: Motion carried

6. Department of Transportation

Records Retention Schedule for Office 064 – Cartography & GIS, dated April 22, 2010.

Action: Motion to approve: Handfield; seconded by Steenhout.

Resolution: Motion carried.

7. Department of Licensing

Records Retention Schedule for 422 – Vehicle and Special Licensing, dated April 2, 2010.

Action: Motion to approve: Friedl; seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 651 – Engineers Board, dated April 2, 2010

Action: Motion to approve: Steenhout; seconded by Friedl.

Resolution: Motion carried.

8. Department of Labor & Industries

Records Retention Schedule for Office 485 – Specialty Compliance Services – Elevator Program, dated April 2, 2010

Action: Motion to approve: Friedl; seconded by Steenhout.

Resolution: Motion carried.

Records Retention Schedule for Office 495 – Prevailing Wage, dated April 14, 2010.

Action: Motion to approve: Friedl; seconded by Steenhout

Resolution: Motion carried.

Records Retention Schedule for Office 518 – Claims Administration – Return to Work Program –WorkSource Program, dated April 8, 2010

Action: Motion to approve: Steenhout; seconded by Friedl.

Resolution: Motion carried.

9. Department of Health

Records Retention Schedule for Office 417 – EH – Office of Shellfish & Water Protection, dated April 4, 2010

Action: Motion to approve: Ryser; seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 487 – CFH – Office of Maternal & Child Health, dated March 10, 2010.

Action: Motion to approve: Friedl; seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 0607 – HSQA – Adjudicative Services Unit, dated March 27, 2010

Action: Motion to approve: Friedl; seconded by Steenhout.

Resolution: Motion carried.

10. University of Washington

Records Retention Schedule for Office Any Office, dated April 5, 2010.

Action: Motion to table items 1, 5 – 12: Ryser; seconded by Handfield. Motion to approve items 2 – 4 and 13: Steenhout; seconded by Friedl

Resolution: Motion carried.

Records Retention Schedule for Office 34/05/01 – EH&S: Radiation Safety, dated April 5, 2010.

Action: Motion to approve: Steenhout; seconded by Friedl.

Resolution: Motion carried.

V. OTHER BUSINESS

- A. Christine Taylor from the University of Washington School of Medicine wanted to publicly thank Megan Bezzo for her work on revising the Public Health Records Retention Schedule.

VI. NEXT MEETING

When: June 2, 2010 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia.

VII. ADJOURNMENT

Action: Motion to adjourn: Handfield, seconded by Steenhout.

Resolution: Meeting adjourned 3:31 p.m.

CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on May 5 2010 and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.

<u>Steve Ryser</u>	<u>6-2-10</u>
Chair Signature	Date